

The Brown Box to Bulk Bulletin

Early Fall Edition 2017

Welcome back RAs! We hope this new school year goes well and we hope you find this 2nd edition of our Food Distribution Program Newsletter enlightening and enjoyable.

What is the IDOE Food Distribution Program (FDP)?

A program administered through the IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These foods, also known as USDA Foods, can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP) and After School Snack Program (ASSP). To learn more about FDP, please visit <http://www.doe.in.gov/nutrition/food-distribution-program>.

The Importance of Removing USDA Foods from the Warehouse

- USDA Foods can be menued faster.
- Moving USDA Foods from the warehouse reduces storage fees for the State Agency and/or school.
- Reduces the amount of product at the warehouse so they are not overwhelmed with excess products.

Understanding Invoice Credits

While Indiana receives the USDA foods free to our initial warehouse destination, USDA does not directly support the intra-state costs of our distribution system. Indiana has traditionally charged \$2.95 a case (brown box) and a \$.01/pound (processed) for USDA foods. This administrative fee covers the intra-state cost of handling, storage and delivery. When this fee is charged, we deduct it directly from your National School Lunch Program Reimbursement, and it can be viewed on the Payment Tab (NSLP Puzzle Piece) of CNPweb like this:

Batch Number	Process Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Total Payment
4999	6/8/2017	7,285.12	165.53	502.99	0.00	0.00	0.00	7,953.64
May 2017 Claim		7,558.90	165.53	502.99	0.00	0.00	0.00	8,227.42
FDP Invoice 73144		-273.78	0.00	0.00	0.00	0.00	0.00	-273.78

In PRACTICE, most Indiana Recipient Agencies are charged very small administrative fees or NONE AT ALL during a normal program year. This is because of what we call Invoice Credits. It's as if you start the year with a credit that in most instances equals or exceeds the amount you would normally be charged throughout the year. The amount of the invoice credit is based on your commodity activity during the preceding program year. As such, new sponsors may have charges their first year of participation in the Food Distribution Program. Making broad changes in the types of food you order, for instance shifting from Brown Box to Processing, or increasing high per case value items, can lead to your invoice credit being exhausted by the end of the year and you may have small residual charges deducted from your final months' reimbursement payments. Whether you have to pay small administrative fees or not, we hope you realize that USDA foods represent a significant value to your program!

Upcoming 2017 Events

Click [here](#) to check out our upcoming trainings.

Timeline

September

SY 2018 Delivery Periods Begin

RAs should alert warehouse of school breaks and closings

November

DoD Fresh Program Commitments Requested (date TBA)

December

RAs should review inventory and prepare for SY 2019 Pre-Order Survey

January

2019 Pre-Order Survey Opens (date TBA)

DoD Fresh Commitments to be drawn down from entitlement

(Understanding Food Distribution Charges and Invoice Credits- Continued)

At any time during the year you can view your Invoice Credit balance on the Food Distribution (Green) Section, under Invoicing:

Recipient Agency Summary				
Applications	Entitlement	Surveys	Allocations	Inventory
Orders	Invoicing			
Total Invoices	Total Amount Paid	Paid By Claim	Paid By State Credit	Remaining State Credit
436.60	436.60	0.00	436.60	1,601.44
Recipient Agency Invoices				

The Remaining balance declines during the year, as it is reduced by the Allocations you received. If it reaches ZERO before the end of the year, you may actually have deductions from your final reimbursement payments as described above.

The state is pleased to be able to offer these Invoice Credit reductions, because of funds we currently receive from USDA and do not currently utilize for other purposes. We hope to continue this practice each year. It is, however, a year-to-year decision, based on the state's current funding. We cannot guarantee that it will always be available. Many surrounding states charge administrative fees routinely for their commodity programs. For questions and more information regarding invoice credits, contact John Todd at jtodd@doe.in.gov or 317-232-0865.

Expire Date vs. Close Date

Sometimes there is confusion between these two dates. Please check these dates regularly to move inventory in a timely manner. Below are definitions to distinguish between the two:

- The **Expire** date is the latest date a school/RA can leave inventory at the assigned warehouse without a storage fee. This date is commonly 45 days after the product is placed in your inventory. After this date a fee may be assessed.
- The **Close** date is the last date that a school's/RA's product will remain in the warehouse before the State Agency "takes it back" and returns it to the State's inventory. It is usually six months after the date the product is placed in your inventory.

Remember it is the school/RAs responsibility to monitor product expire and close dates in its inventory.

Department of Defense (DoD) Fresh Program

The DoD Fresh Program is an optional program and participation is ***not*** required. If you decide to participate, you will set aside a portion of your USDA Foods entitlement dollars. You can commit as much of your entitlement to the program as you choose. USDA will handle all bills up to the amount of the entitlement you set aside. Notification letters for commitment requests will be sent via email in late November. The commitment amount will be drawn down before RAs complete their pre-order surveys. The DoD Fresh Program is a totally different program from the Fresh Fruit and Vegetable Program (FFVP).

- For more information regarding the DoD Fresh Program, please contact Cheryl Moore at cmoore@doe.in.gov or visit the [Food Distribution Program webpage](#) for more information and a link to USDA's *DoD Fresh "The Basics for Schools" video*.
- To hear about the advantages of DoD Fresh from a Food Service Director's perspective, click [here](#) to read an article by Pam Casey of New Albany Floyd County Consolidated School Corporation.

Your Students are Eating What????

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at cmoore@doe.in.gov to submit your ideas.



Vegetable Quesadilla - USDA Recipe for Schools

Makes: 50 or 100 Servings

This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click [here](#) to view the full recipe.

This current recipe is from **USDA**. Other recipes containing USDA Foods can be found [here](#).

Did You Know?

It is the contracted warehouse's responsibility to:

1. Maintain USDA Food inventory at the appropriate temperature in the dry, freezer and cooler areas.
2. Rotate product using the FIFO (First In, First Out) method.
3. Upload the school/RA's USDA Foods orders after 4:00 PM local time in the CNPweb system.
4. Make bi-weekly deliveries to schools.
5. Make deliveries to schools Monday through Friday between the hours of 7:00AM – 3:00PM RA local time.
6. Deliver product to designated locations/sites approved by the State Agency
7. Deliver product to designated unloading areas at the sites.
8. Assess a drop fee to the school for a delivery with **less than** the **10** case minimum.
9. Report all damaged inventory and incidences involving USDA Foods to the State Agency.
10. Deliver product even when recess, lunch, etc. or other inopportune times may arise. School staff must be available.

Always Remember To:

Have staff available to receive USDA Food orders.

Place an order of 10 cases or more to avoid drop fees.

Check with ProcessorLink.com and K12Foodservice.com monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff. There may be product available in your school's account.

Definitions and Acronyms

ACDA – American Commodity Distribution Association

ASSP – After School Snack Program

DoD – Department of Defense

FDP - Food Distribution Program

IDOE – Indiana Department of Education

NSLP – National School Lunch Program

RA – Recipient Agency

SBP – School Breakfast Program

SFSP – School Food Service Program

SY – School Year

USDA – United States Department of Agriculture

IDOE (FDP) Contacts

Cheryl Moore, FDP Specialist (Brown Box)

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USDA FOODS Resources

[IDOE Food Distribution Program](#)

[USDA Foods Distribution Programs](#)

[ACDA's RA Processing Handbook](#)

2017-18 State of Indiana Holidays

Columbus Day, October 9

Veterans Day, November 10

Thanksgiving, November 23-24

Christmas, December 25-26

New Year's Day, January 1, 2018

****State Offices are closed in observance of the above holidays.**